



DETAILED USAGE REPORT FILE SUBMISSION INSTRUCTIONS

Vendors may submit Detailed Reporting in either VRXLS or VRCSV format. Detailed Usage Reports are to be submitted by Vendors on a monthly basis and no later than 15 days after the end of the applicable service period. The Detailed Usage Report files are to be uploaded via [NORA](#) Reporting Application under Detail Reporting. Vendors may submit Detailed Reporting in either VRXLS or VRCSV format, both options are detailed below.

SUGGESTED USAGE REPORTING CODES FOR UTP LEVEL 1

UTP Plan Administration provides a list of suggested product codes for Vendors to use to report UTP Level 1 Services. Below is a list of suggested usage reporting codes for UTP Level 1 Detailed Usage Reporting.

Billable Product Codes	Description
100172	UTP Level 1 Professional-Internal
993384	UTP Level 1 Professional-External
100178	UTP Level 1 Non Professional
100175	UTP Level 1 Per Query
100179	UTP Level 1 Cable Television Ticker Pilot Fee
100176	UTP Level 1 Voice Response System
Real-Time Data Feed Product Codes	Description
UTP1DFRI	UTP Level 1 Real-Time Indirect Access Data Feed
UTP1DFRV	UTP Level 1 Real-Time Indirect Access Data Feed Redistributor
UTP1DFRD	UTP Level 1 Real-Time Direct Access Data Feed
UTP1DFRW	UTP Level 1 Real-Time Direct Access Data Feed Redistributor
Delayed Data Feed Product Codes	Description
UTP1DFDL	UTP Level 1 Delayed Data Feed
UTP1DFDV	UTP Level 1: Delayed Data Feed Redistributor
Non-Billable Product Codes	Description
UTP1AWVR	UTP Level 1: Academic Waiver
UTP1NBLL	UTP Level 1: Non-Billable Professional
Non-Display Hosted Product Codes	Description
925735	UTP Level 1 Real-Time Indirect Access Data Feed Hosted
973924	UTP Level 1 Non-Display Internal Use -HOSTED

OPTION 1: VRXLS BUSINESS REQUIREMENTS FOR DETAILED USAGE REPORTING

VRXLS REPORT FORMAT:

In order to successfully upload a VRXLS file, the file must conform to the requirements listed below. Each VRXLS file is to follow the below requirements for the File Name, Header and Detail Row Data Elements. **The acceptable file extension/format for VRXLS is .xls.** Formats other than .xls may take longer to process/upload.

1. FILENAME FORMAT

The name of the file must be in the format "CSV_DISTRID_YYYYMM_UTP.csv".

- CSV is a constant.
- DISTRID is the four-character Vendor ID, for example ABCD. Your firms’ four-character Vendor ID can be found on the home page of your NORA account, next to your firm’s Vendor Name. This ID is assigned by UTP Administration.
- YYYYMM is the year and month of the file, for example 201701 for January 2017.
- UTP is a constant.

2. HEADER ROW DATA ELEMENTS FORMAT

The Header Row must be in the format shown below:

Column Position	Type	Row	Description
A	Text	1	Vendor Name: Name of the firm submitting the usage report
A	Text	2	Vendor Address 1
A	Text	3	Vendor Address 2
A	Text	4	Vendor ID: Four-character Vendor ID, for example ABCD. Your firms’ four-character Vendor ID can be found on the home page of your NORA account, next to your firm’s Vendor Name. This ID is assigned by UTP Administration.
A	Text	5	Vendor Contact Name
A	Text	6	Vendor Contact Email
A	Numeric	7	Vendor Contact Telephone

3. DETAIL ROW ELEMENTS

Your firm will assign each Data Feed Recipient, Subscriber Firm or each individual Subscriber (each referred jointly as “Subscriber”), a unique ‘Account Number’ (also referred to as a ‘VAN’ or ‘Vendor Account Number’) and indicate the location address. Data product inventory is then to be added for each Account Number at a specific location for the service month, starting on the first of the month and ending on the last day of the month. Vendors are to report the data product inventory for each Subscriber for each month until service is terminated. Begin the entry of the Detail Row Elements on Column A, Row 10.

In the event that Per Query products or other data products that do not have a Subscriber name and address need to be reported, use the name of your firm as the Subscriber name, and include your firm’s other information in the row. Please see [VRXLS template](#).

Column / Row Position	Type	Maximum Length	Description
Column: A Row: 10	Text	64	SUBNAME Subscriber Name receiving the data (Firm ABC)
Column: B Row: 10	Text	64	ADD Subscriber Address Line 1
Column: C Row: 10	Text	64	ADD2 Subscriber Address Line 2 (Optional)
Column: D Row: 10	Text	64	ADD3 Subscriber Address Line 3 (Optional)
Column: E Row: 10	Text	32	CITY Subscriber City
Column: F Row: 10	Text	3	STATE OR PROVINCE Subscriber State or Province
Column: G Row: 10	Text	32	ZIP/POSTAL CODE Subscriber Zip Code

Column: H Row: 10	Text	64	COUNTRY Subscriber Country Code (Must be 2 digit code) IOS Country Codes
Column: I Row: 10	Text	32	VAN (Vendor Account Number) Unique number assigned by your firm to the Subscriber
Column: J Row: 10	Text	32	PROCEDURE Vendor's Product Code – Unique product code assigned to each UTP Level 1 data product by your firm. Refer to this link for a list of Suggested Detailed Usage Reporting Codes or see page 1 of this document. Vendors must receive approval from UTP Administration to use codes other than the suggested codes.
Column: K Row: 10	Text	8	SUBEFFDATE Effective Date of the Reporting Month YYYYMMDD which should be the first day of the month.
Column: L Row: 10	Numeric	Integer	QUANTITY Total Product Inventory provided to the Subscriber for the SUBEFFDATE in Column K.

EXAMPLE: VRXLS FORMAT

	A	B	C	D	E	F	G	H	I	J	K	L
	ABCD FIRM											
	1 Times Square											
	New York, New York 10002											
	ABCD											
	John Doe											
	Doe@abdcfirm.com											
	212-555-5555											
	SUBNAME	ADD1	ADD2	ADD3	City	State	ZIP/POS	Country	VAN	PROCEDURE	SUBEFFDATE	QUANTITY
0	EFG Bank	2 Times Square	Ste 100		New York	NY	10002	US	A-EFGBANK	1000173	20170101	100
1	EFG Bank Sweden	4 Main Street			Stockholm			SE	A-1234567	UTP1DFRD	20170101	5
2												

OPTION 2: VRCSV BUSINESS REQUIREMENTS FOR DETAILED USAGE REPORTING

CSV REPORT FORMAT:

In order to successfully upload a CSV file, the file must conform to the requirements listed below. Each CSV file is to follow the below requirements for the File Name, Header and Detail Row Data Elements. The acceptable file extension/format for VRCSV is .csv. Formats other than .csv may take longer to process/upload.

1. FILENAME FORMAT

The name of the file must be in the format "CSV_DISTRID_YYYYMM_UTP.csv".

- CSV is a constant.
- DISTRID is the four-character Vendor Id, for example ABCD. Your firm's four-character Vendor Id can be found on the home page of your firm's NORA account, next to your firm's Vendor Name. This ID is assigned by UTP Administration.
- YYYYMM is the year and month of the file, for example 201701 for January 2017.
- UTP is a constant.

2. HEADER ROW DATA ELEMENTS FORMAT

The Header Row must be in the format shown:

Column Position	Type	Description
1	Text	Vendor ID: Four-character Vendor ID, for example ABCD. Your firms' four-character Vendor Id can be found on the home page of your NORA account, next to your firm's Vendor Name. This ID is assigned by UTP Administration.
2	Text	"T" is a constant and stands for Total Product Inventory Report. Vendors are to report the total inventory as of the SUBENDDATE.
3	Numeric	Date File Created. Format: YYYYMMDD
4	Numeric	Time File Created. Format: HHMMSS
5	Numeric	SUBEFFDATE Effective Date of Inventory Reporting Month YYYYMMDD which should be the first day of the month.
6	Numeric	SUBENDDATE Effective End Date of Inventory Reporting Month YYYYMMDD which should be the last day of the month.
7	Numeric	Total Number of rows in the report (including the header row)

DETAIL ROW ELEMENTS

Your firm will assign each Data Feed Recipient, Subscriber Firm or each individual Subscriber (each referred jointly as "Subscriber"), a unique 'Account Number' (also referred to as a 'VAN' or 'Vendor Account Number') and indicate the location address. Data product inventory is then to be added for each Account Number at a specific location for the service month, starting on the first of the month and ending on the last day of the month. Vendors are to report the data product inventory for each Subscriber for each month until service is terminated.

- Each data element is separated by a comma (,).
- Text fields are encased in double-quotes ("").
- Each row ends with a CR/LF character (Newline); each row starts on its own line.
- Text fields cannot contain double-quotes (") within the text field.

In the event that Per Query products or other data products that do not have a Subscriber name and address need to be reported, use the name of your firm as the Subscriber name, and include your firm's address information in the row. Please see [VRCSV template](#).

Column Position	Type	Maximum Length	Description
1	Text	32	SUBNAME Subscriber Name (Firm ABC) . Alphanumeric, special characters not permitted.
2	Text	8	SUBEFFDATE Effective Date of Inventory Reporting Month YYYYMMDD which should be the first day of the month.
3	Text	32	PROCEDURE Vendor's Product Code – Unique product code assigned to each UTP Level 1 data product by your firm. Refer to this link for a list of Suggested Detailed Usage Reporting Codes or see page 1 of this document. Vendors must receive approval from UTP Administration to use codes other than the suggested codes.
4			N/A (Blank Field)

5	Numeric	Integer	QUANTITY Total Product Inventory provided to the Subscriber for the SUBEFFDATE.
6	Text	64	SUBNAME Subscriber Name (Firm ABC)
7	Text	64	SUBNAME2 Subscriber Company Name 2 (Optional)
8	Text	64	SUBADD Subscriber Address Line 1
9	Text	64	SUBADD2 Subscriber Address Line 2 (Optional)
10	Text	64	SUBADD3 Subscriber Address Line 3 (Optional)
11	Text	32	CITY Subscriber City
12	Text	3	STATE OR PROVINCE Subscriber State or Province
13	Text	32	ZIP/POSTAL CODE Subscriber Zip Code
14	Text	2	COUNTRY Subscriber Country Code (Must be 2 digit code) IOS Country Codes
15	Text	65	Subscriber Contact Name (Optional)
16	Text	64	Subscriber Contact Telephone # (Optional)

EXAMPLE: VRCSV FORMAT

CSV Example [Read-Only]

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	ABCD	T	20170124	154300	20161201	20161231	5									
2	UTP01	20161231	100172		10	Apples 1		One Main Street	Suite 1		New York	NY	10006	US	John Doe	
3	UTP02	20161231	UTP1DFRD		1	Apples 2		Two Main Street	Suite 2		Chicago	IL	60623	US	Jane Smith	
4	UTP02	20161231	UTP1DFRW		1	Apples 3		Three Main Street	Suite 3		Chicago	IL	60623	US	Jane Smith	
5	UTP04	20161231	UTP1NBLL		2	Apples 4		Four Main Street			New York	NY	60623	US	Professor Smith	
6																
7																

ERRORS: FORMAT ERROR-DATA ROWS for both VRXLS and VRCSV

The file will not upload if the row doesn't have enough fields, or there are format errors.

An example of a common VRCSV format error is "ERROR, ROW X: Record format not correct". This error occurs in instances when there are a second set of double-quotes (") in the text fields. The double quotes have to be replaced with single quotes (') before the upload. For example, "John "Joe" Doe", needs to be corrected to "John 'Joe' Doe".

If attempts to upload a file results in error, UTP Administration will send the original file to the Vendor and indicate the errors to be corrected. It is the Vendor's responsibility to correct all errors to ensure the file can be uploaded properly.

If you have additional questions, please contact Admin@UTPPlan.com or +1 301-978-8080.